



TO: KLA Board Members, Committee, Section & Roundtable Chairs
FROM: Emmalee Hoover, President
RE: KLA Board Meeting, Wednesday, September 15, 2010 - 6:30PM EDT

The KLA Board of Directors is scheduled to meet Wednesday, September 15, 2010 at the Galt House Hotel & Suites in Louisville in the Breathitt Room. The Galt House is located at the intersection Main and Fourth Streets. The street address is 140 N. Fourth Street, Louisville, KY 40202.

Please RSVP to the KLA Office on the form below as soon as possible. If you have any questions, please contact Tom Underwood at the KLA Office at (502) 223-5322.
The meeting schedule is as follows:

Wednesday, September 15, 2010

KLA Board Meeting

6:30PM

Please detach and return

____ **Yes**, I will be attending the Board meeting

____ **No**, I will not be able to attend.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE () _____

Return to:

Kentucky Library Association
1501 Twilight Trail, Frankfort, KY 40601
or FAX 502-223-4937 or email: info@kylibasn.org

KENTUCKY LIBRARY ASSOCIATION BOARD MEETING

Wednesday September 15, 2010

Galt House Hotel & Suites, Louisville, KY

I. Call to Order - Roll Call of Voting Members

II. Additions to the agenda

III. Approval of the minutes

IV. Unfinished Business

V. New Business

VI. Committee Reports

- A. Audit Committee**
- B. Communications Committee**
- C. Member Services Committee**
- D. Library Awareness Committee**
- E. Strategic Planning & Organization Committee**
- F. Recruitment, Mentoring & Diversity Committee**
- G. Minority Scholarship Committee**
- H. Fund Raising**
- I. Ad Hoc Committees**

VII. Reports:

- A. President – Emmalee Hoover**
- B. President-Elect – Leoma Dunn**
- C. Secretary – Terry Buckner**
- D. Past-President – Debra Oberhausen**
- E. Executive Director - Tom Underwood**
- F. ALA Councilor – Carolyn Tassie**
- G. SELA Representative – Lisa Rice**
- H. Publications**
 - KENTUCKY LIBRARIES Editor – Robin Harris**
 - Infocus Editor – Carrie Herrmann**
 - Web Manager - Patrick Davison**
 - Listserv Managers – Sara Brown & Terri Brown**
- I. KDLA Representative – Wayne Onkst**
- J. KY Dept. of Education Representative – Kathy Mansfield**
- K. Section Reports:**
 - 1. Academic**
 - 2. KSMA**
 - 3. Public**
 - 4. Special**
- L. Roundtable Reports**

VIII. Announcements

IX. Adjournment

KENTUCKY LIBRARY ASSOCIATION BOARD MEETING

June 5, 2010

Galt House, Louisville KY

CALL TO ORDER

The meeting was called to order at 10:00 a.m. EST.

ROLL CALL OF VOTING MEMBERS

The following voting members were present: Emmalee Hoover, Leoma Dunn, Terry Buckner, Debbe Oberhausen, Carolyn Tassie, Lisa Rice, Lesley Jackson, J.C. Morgan, and Betsy Hughes

MINUTES

The minutes were approved as submitted.

UNFINISHED BUSINESS

Emmalee stated that the REFORMA Southeast link is now on the KLA Webpage, and that we have a new banner on the page as well, using the artwork from the fall conference.

NEW BUSINESS

Debbe informed us of the flooding of the Carter County Public Library, which was recently built and was the only library in the county. She moved that we donate \$500 to the library as a show of support. Motion was seconded and carried.

Emmalee presented the slate of nominees for the State Board for Certification of Libraries. The Governor will make his choices from this slate, and the paperwork has been submitted to the Governor's office.

Library School Representative:	Dennis Carrigan and Jeff Huber
Library Director Representative:	Mark Adler (Bourbon County) and Pam Federspiel (Shelby County)
Library Trustee Representative:	Rebecca Kelm (Campbell County) and Paul Poland (Scott County)

COMMITTEE/OFFICER/ROUND TABLE REPORTS

Audit Committee – Submitted written report.

Communications Committee – No report submitted. Not present.

Member Services Committee – No report. Not present.

Library Awareness Committee – Submitted written report. Not present.

Strategic Planning and Organization Committee – No report.

Recruitment, Mentoring, and Diversity – Submitted written report. Not present. Represented by committee member, Helen Beaven.

Minority Scholarship – Submitted written report. Elliot reminded the board that the deadline is June 15th, but might be extended.

Fundraising – No report.

Ad Hoc Committees –

AH-1 KYVL – Submitted written report. Not present.

AH-2 Speaker Guidelines – Submitted written report. Debbe Oberhausen presented the proposed Speaker Guidelines (see attached below), and made a motion to approve. Motion seconded. After discussion, guidelines were amended to read “It is strongly encouraged that speakers dress in **appropriate professional attire** during presentations, rather than the original wording of business attire. Debbe made a motion to accept the amended guidelines, motion seconded, and approved. Debbe encouraged Sections and Round Tables to adopt these guidelines as well, and stated that they will be available on the website, added to the Blue Book as an Appendix, and will be shared with conference presenters. She then thanked her committee, and recommended that the Ad Hoc Committee be dissolved since the purpose had been accomplished. President Hoover dissolved the committee.

President’s Report – Submitted written report.

President Elect’s Report – Submitted written report. Leoma announced that the conference planning committee would meet after lunch.

Secretary – No report.

Past President’s Report – Submitted written report. Debbe presented the Slate of Officers for 2010/2011. Made a motion to accept, seconded.

President-Elect: Terry Buckner, ALS Nominee

Secretary: Lisa Rice, KPLA Nominee

ALA Councilor: Terri Kirk, KSMA Nominee (This election will be conducted via US Postal Service through a paper ballot)

Discussion: SELA Representative Lisa Rice recommended that we not renew our Association’s membership to SELA. There are only 30 Kentucky members, who could still retain their individual membership, but it was felt the cost to the Association was not worth the benefit. Lisa then moved to not renew our membership. Seconded. Motion carried.

Debbe amended original motion to accept the slate of officers to state that we will not elect a representative for SELA. The present representative, Lisa Rice, will continue until the end of the year. Seconded. Motion carried.

Executive Director’s Report – Submitted written report. Tom said that financially, we are on track. We are a little behind on securing vendors for the fall conference, but we should be fine. He reminded us that we are operating under an unbalanced budget and need to be careful with expenditures.

ALA Councilor – Submitted written report.

SELA Representative – No report.

Kentucky Libraries Editor – Submitted written report.

IN-FOCUS Editor – Submitted written report. Not present.

Web Manager – Submitted written report. Not present.

Listserv Manager – Submitted written report. Not present.

KDLA Representative – Submitted written report. Not present.

KDE Representative – Submitted written report. Kathy reported that KDE is in the process of updating school library guidelines for Kentucky. There will be a feature article in the Kentucky Teacher Publication about teacher and librarian collaboration. She also expressed concern about librarian coverage in public schools. She said that this is now included in the District Assurances Document which must be signed each year by Superintendents to receive funding, although the wording leaves room for interpretation.

Academic Library Section – Submitted written report.

KSMA – No report. Not present.

KPLA – Submitted written report. J.C. reported that the KPLA Constitution was revised at the April meeting and that a new award for Public Relations and Marketing had been created.

Special Library Section – Submitted written report.

Trustees Round Table – Submitted written report. Paul reported that Steven Marcum had represented the Round Table in D.C.

AALLERT – Chair position is currently vacant. No report submitted.

Community and Technical College Round Table – Submitted written report.

Genealogy and Local History Round Table – No report submitted. Not present.

Government Documents Round Table – Submitted written report. Not present.

Resource Sharing Round Table – Submitted written report.

Information and Technology Round Table – No report. Not present.

Library Administration and Management Round Table – No report. Not present.

Library Instruction Round Table – No report. Helen Beaven reported that the Round Table is currently conducting a survey on library instruction.

Library Support Staff Round Table – Chair position is currently vacant. No report submitted.

Youth Services Round Table – No report. Not present.

END OF COMMITTEE / OFFICER / SECTION / ROUND TABLE REPORTS

ANNOUNCEMENTS

- Emmalee announced that there will be a reception for board members and the conference planning committee on September 15th at the fall conference. She and President-Elect, Leoma Dunn, will be hosting.
- Debbie reminded the board how important it is for us to attend the annual business meeting and give a report.
- Fannie Cox thanked everyone, particularly Enid Wohlstein and Kathy Mansfield, for their help in preparing her presentation for her trip to Ghana. She then announced that, regrettably, the trip had been postponed.
- Tom announced that lunch was ready and would be served in the Laffoon Room.

ADJOURNMENT

The meeting was adjourned at 11:40 a.m. EST.

Respectfully submitted,

Terry Buckner
KLA Secretary
Submitted on: June 11, 2010

KENTUCKY LIBRARY ASSOCIATION (KLA) STANDARDS AND GUIDELINES FOR SPEAKERS

These standards and guidelines are intended to provide guidance to speakers at events sponsored by KLA. Registrants attend conferences to gather information that can help them do their own jobs more effectively.

To achieve this result for our members and guests, KLA desires that speakers and moderators:

- **Have a significant knowledge and expertise of the subject area**
- **Keep presentations relevant to members of the audience and the specific focus of the event.**
- **Behave in a respectful manner towards all conference attendees, volunteers and vendors**

The Kentucky Library Association is constantly striving to upgrade the quality of its conference programs. You can assist us in this quest by adhering to our philosophy that all conference presentations be educational and non-commercial. Our attendees desire and expect all subject matter to be presented in an objective manner. Sales pitches are not acceptable and ultimately not in the speaker's own best interest. It is also not acceptable to make disparaging remarks about a business or product.

GUIDELINES FOR SPEAKERS

Before Presentation

Please arrive at the designated location at least 15 minutes prior to the scheduled time. This will help insure that you have the equipment you need and that your session begins on time.

Speakers are encouraged, but not required, to provide participants with bibliographies or handouts where appropriate. Please ensure handouts are provided to the session monitor before the presentation begins.

It is strongly encouraged that speakers dress in appropriate professional attire during presentations.

Please inform the audience of how you wish to handle questions, either throughout the presentation or at the end.

Major commercial affiliations of a speaker (relevant to the presentation) are to be communicated clearly in information provided by the speaker to KLA

to put in the conference program, during the presentation, and in any printed material given to the participants.

In the event that an emergency should prevent a speaker from presenting a session, KLA strongly encourages him or her to notify KLA immediately, and, to the best of their ability, attempt to provide a substitute to fill the vacancy.

During the Presentation

Please use the microphone (and please speak directly into it) even if you think everyone can hear you.

Please repeat each question from an attendee before answering it even if you think everyone heard the question.

Speakers should avoid the use of language that could be construed as vulgar, inappropriate, sexist or as derogatory toward any group.

Presentations shall be limited to professional topics and shall be free from inappropriate humor, sales pitches and other assertions singularly advantageous to the speaker or their organization, and expression of religious, political, philosophical, or other beliefs.

Speakers are encouraged, but not required to allow their session to be taped at the request of participant(s) or at the request of the Conference Planning Committee.

Please provide contact information to attendees who wish to obtain more information.

Please ensure that your session ends on time. Your session monitor will help you keep track of time.